



PERSONNEL COMMITTEE

June 2, 2016 – 12:15 P.M.

Personnel Committee Members

**Nadia Rajszy, Chair
Scott Samuelson, Vice Chair
Alan Sorensen
Ira Steingart
Catherine Owens**

AGENDA

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION: None

RESOLUTIONS:

1. To enter into an agreement between the Departments of Public Health Services and Community Services to share a Clinical Social Worker.
2. To abolish a Part-Time Family Services Investigator Position and Create a Social Welfare Examiner Position within the Department of Family Services.

PUBLIC COMMENT:

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Nancy McGraw, Public Health Director

Re: Request for Consideration of a Resolution: MOU between PHS & DCS for services of a Licensed Master Social Worker

Date: May 20, 2016

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Sullivan County Public Health Services (PHS) & the Department of Community Services (DCS) request that the County Manager be authorized to sign a Memorandum of Understanding whereby a Licensed Master Social Worker (employed by PHS) will be shared with DCS two day per week beginning June 20, 2016 until the agreement is no longer needed. DCS agrees to reimburse PHS for the time the LMSW works at DCS at her established hourly wage rate plus fringe benefits.

Is subject of Resolution mandated? Explain:

No. (Note: the following projected wages & fringe benefits chargeback covers the period 6/20/16 to 12/31/16.)

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 19,291.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): For DCS: A-4320-40-46-4643 **

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____

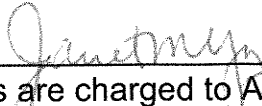
Grant(s) \$ _____

State \$ _____

Other \$19,291.00

Federal Government \$ _____

(Specify) 2016 proj. PHS chargeback to DCS beginning 6/20/16

Verified by Budget Office: 

** For PHS, her wages & benefits are charged to A4010-33-10-1011 & 80-8001 to 80-8007

Does Resolution request Authority to Enter into a Contract? Yes No (an M.O.U.)

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [Depart. of Communit Services] of [the Sullivan County Division of Family Services]

Nature of Other Party to Contract: .

Other: Memorandum of Understanding

Duration of Contract: From 06/20/2016 To _____

Is this a renewal of a prior Contract? Yes ___ No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

N/A

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$19,291.00 projected for the period 6/20/16 - 12/31/16

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A - agreement with another county department.

Person(s) responsible for monitoring contract (Title): Public Health Director

Pre-Legislative Approvals:

A. Director of Purchasing: *Nancy Jones* Date 5/24/16
B. Management and Budget: *Anthony* Date 5/26/16
C. Law Department: *[Signature]* Date 5/25/16
D. County Manager: *Paul Brown* Date 5/26/16
E. Commissioner: *[Signature]* Date 5/26/16

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO ENTER INTO AN AGREEMENT BETWEEN THE DEPARTMENTS OF PUBLIC HEALTH SERVICES AND COMMUNITY SERVICES TO SHARE A CLINICAL SOCIAL WORKER

WHEREAS, Sullivan County Public Health Services has in its employ a Clinical Social Worker, who is being underutilized; and

WHEREAS, the Sullivan County Department of Community Services has several vacant positions and is in need of the services of a Clinical Social Worker; and

WHEREAS, both departments would like to enter into an agreement to share Public Health's Clinical Social Worker and would be done by having the Clinical Social Worker work two days per week at the Department of Community Services; and

WHEREAS, Public Health Services will charge back Community Services for the Clinical Social Worker's time spent at Community Services. The Clinical Social Worker is interested, qualified and agreeable to this arrangement and understands that there will not be any change to the title or pay; and

NOW, THEREFORE, BE IT RESOLVED, Sullivan County Departments of Public Health Services and Community Services enter into a MOU to share the Public Health Clinical Social Worker, under the agreement stated above.

Moved by
Seconded by
and declared duly adopted on motion

MEMORANDUM OF UNDERSTANDING (MOU)

A Memorandum of Understanding between: Sullivan County Department of Public Health Services (PHS) and Sullivan County Department of Community Services (DCS), the first party being known as PHS and the second party known as DCS. Each party is an agency of the Division of Health and Family Services of the County of Sullivan and intends to have an intra-divisional agreement whereby a Licensed Master Social Worker, employed by PHS, will be shared with DCS two day per week.

The parties agree as follows:

1. Brenda Sherman, Licensed Master Social Worker, will work two days per week, up to 14 hrs per week, at Sullivan County Department of Community Services.
2. Sullivan County Department of Public Health Services will charge back DCS for the time Brenda works DCS at her established hourly wage rate plus fringe benefits, and for any overtime worked at DCS.
3. Brenda, being interested, qualified and agreeable, understands that there will be no title or pay change involved with this action.
4. Teamster's 445 has been consulted and is in agreement with this staff sharing agreement.
5. This Memorandum of Understanding will be in effect from June 20, 2016 until the agreement is no longer needed.

Signatures:

Nancy A. McGraw, Director Sullivan County Public Health Services

Date

Joseph Todora, Director Sullivan County Department of Community Services

Date

Joshua A . Potosek Sullivan County Manager

Date

Lori Bertsch-Brustman Assistant County Attorney

Date

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joseph A. Todora, Commissioner

Re: Request for Consideration of a Resolution: Abolish part-time Family Services Investigator & create a Social Welfare Examiner position

Date: 6/2/2016

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]
to create a position to review overpayments for calculation of the overpayment and eligibility.

Is subject of Resolution mandated? Explain:

No.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 41,774.57

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): Net cost based on abolished position.

If "No", specify proposed source of funds: Through Vacancies in the dept. and the Part Time

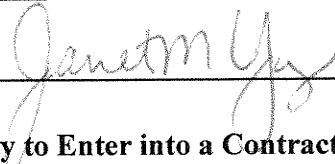
Estimated Cost Breakdown by Source: Family Services Investigator pos. being abolished.

County	\$ <u>19,216.30</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ <u>22,558.27</u>	(Specify)	_____
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Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:



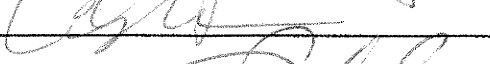


Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

_____ *not Applicable* _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing:  Date 5/17/16
- B. Management and Budget:  Date 5/24/16
- C. Law Department:  Date 5/25/16
- D. County Manager:  Date 5/20/16
- E. Commissioner:  Date 5/17/16

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO
ABOLISH A PART-TIME FAMILY SERVICES INVESTIGATOR POSITION AND
CREATE A SOCIAL WELFARE EXAMINER POSITION WITHIN THE
DEPARTMENT OF FAMILY SERVICES**

WHEREAS, the Department of Family Services Special Investigations Unit provides investigations into public assistance cases and investigates potential fraud; and

WHEREAS, investigations result in possible overpayments which need to be reviewed by a Social Welfare Examiner for the calculation of overpayment and eligibility; and

WHEREAS, there is a need to abolish Position No. 2833, part-time Family Services Investigator and create a Social Welfare Examiner based on the needs of the department; and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby abolishes Position No. 2833, part-time Family Services Investigator and creates a Social Welfare Examiner position with a salary set in accordance with the provisions of the Teamsters Collective Bargaining Agreement, and

BE IT FURTHER RESOLVED, the Sullivan County Legislature gives approval to fill the position.

Moved by:

Seconded by:

And declared duly adopted on motion: